

MONROE COUNTY

JOB DESCRIPTION

Position Title: HOMEMAKER

Date: 4/1/99

Position Level: 4

FLSA Status: Nonexempt

Class Code: 4-4

GENERAL DESCRIPTION

Primary function is to assist homebound citizens with daily household duties such as shopping, paying bills, laundry, cleaning and cooking. Reports directly to a designated Supervisor and ultimately to the Sr. Administrator.

KEY RESPONSIBILITIES

1. *Performs shopping duties for clients and picks up grocery items, medications, etc.
2. *Performs housekeeping duties and minor home repairs.
3. Provides emotional companionship to the homebound client.
4. *Pays any necessary bills for the client.
5. Prepares meals.
6. *Keeps records and completes paperwork in the performance of duties.
7. Observes and reports any emotional or physical changes of clients.
8. *Travels in the performance of daily duties.
9. Performs other duties as assigned.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: HOMEMAKER	Class Code: 4-4	Position Level: 4
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KEY JOB REQUIREMENTS	
<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	0 to 1 year.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On Call 24 hours pending disasters.
<i>Other:</i>	Requires Florida Drivers License. CPR/First Aide Certification and defensive driving class.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____